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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 8 July 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 27, 1 July - 8 July 1958

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DDS

1. [] former Administrative Support instruction in relation to the field needs. [] had completed Operations Support prior to his overseas assignment. Even though he has had extensive experience in the Agency, [] stated he felt it had been beneficial to him and that it was a must for employees going to the field. Certain changes in the personnel coverage were suggested by [] and these changes will be incorporated in the next running of Operations Support.

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2. [] recently returned from [] was given tutorial training in cable writing and dispatch and pouch procedures.

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3. [] EE Division, and [] WE Division, were given tutorial training in Foreign Travel and Pay and Allowances. It was necessary for these two students to be absent from this portion of the latest running of Administrative Procedures due to illness and training []

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Personal Notes:

→ The absence problem has suddenly become much less acute!

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